

Levels of Review

Last Updated Wednesday, 15 March 2006

Staff Level Review

City staff may review common types of applications, which involve minor alterations. This includes paint, re-roofing, some rear and side yard fences, restoration of existing historic features, landscaping, and signs, awnings, and patio extensions in the downtown historic district. This type of review can have a quick approval turn-around, providing the applicant submits a complete application form with documentation and the proposed alterations meet the design guidelines.

Design Review Committee

The Design Review Committee of the Landmarks Boards consists of two members of the board and one member of the Planning & Development Services staff. This committee reviews most requests for alterations to properties that are located within historic districts or designated as individual landmarks. New construction, demolition or moving of structures requires a public hearing with the entire LPAB.

How does the Design Review Process work?

The review process may begin with a general "conceptual" review of your proposal, followed by one or more meetings at which your proposal is reviewed in more specific detail. The DRC can make suggestions or recommendations concerning the appropriateness of the change or alteration based upon the submitted plans, or approve the changes in the form of a Landmark Alteration Certificate. Large projects usually require more than one meeting and may be referred by the Committee to the full Landmark Board for review.

If an alteration is determined to be compatible, then a Landmark Alteration Certificate is issued within 14 days of receiving the application. In practice, the Design Review Committee reviews an application within seven days or less. All three members of the Design Review Committee must approve the proposed alteration. If one member of the committee finds a proposal inappropriate, or believes that it may have a significant impact on the district, the decision is referred to the full Board for review within 60 days of the application submittal date.

What is required to apply for a Landmark Alteration Certificate?

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An Application

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Plans and elevations: All drawings should be to scale, with dimensions, and as detailed and clear as possible, whether or not an architect or contractor is involved. It is helpful if both existing structure and proposed changes are shown.

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Photographs: Comprehensive color photographs of the structure and of details that relate directly to the requested alteration are required, especially because the Design Review Committee may not previously have seen the building or site.

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Samples: Color chips or samples of the new finish are very helpful. If a reference work was used to choose the color or finish, bring it. You might bring photographs of other projects similar to yours (in your neighborhood or elsewhere) or of historic treatments on similar structures that illustrate what you intend. The more information we have, the easier it is for us to understand what you wish to accomplish.

How do I make an appointment with the Design Review Committee?

The Committee meets at 8:30 a.m. every Wednesday (except holidays) at the Building Services Center on the 3rd floor of the Park Central building. Although these meetings are informal, an appointment is necessary. Please call and ask for the person handling Landmarks Design Review (303-441-1880) and submit an application by Friday to schedule a review for the following Wednesday.

Public Hearing before the Landmarks Preservation Advisory Board

When is a Public Hearing required?

A public hearing before the full Landmarks Preservation Advisory Board is required in order to issue an alteration certificate under the following circumstances:

- Demolition
- New construction
- At the request of the applicant
- At the discretion of any one member of the Design Review Committee

What happens in the event of a Public Hearing before the Landmarks Board?

Public hearings must be held within 60 days of the application; all public hearings for alteration certificates are conducted as quasi-judicial proceedings. After a public hearing, a Notice of Disposition is served to City Council regarding the recommendation of the Landmarks Board. The City Council has 14 days to call up a decision to approve a landmark application made by the Landmarks Preservation board. If the Landmarks Preservation Board votes to deny an application for landmarking, the City Council has 60 days in which to call the decision up.

What is required of an applicant before a Public Hearing?

A minimum of 20 days prior to the hearing date, please submit the following items to the Landmarks Board Secretary in the Planning and Development Services Department:

- Mailing labels with the names and addresses of the property owner and the names and addresses of property owners who live within 300 feet from the proposed project. These addresses are available for a fee at the County Assessor's Office in the Boulder County Courthouse; please give them 3-5 working days. They are located at 1325 Pearl Street, second floor: 303-441-3530. We regret that we are no longer able to provide them here in the Building Services Department.
- 10 folded copies of project drawings (preferably 24"x36" plans), including:
Scaled site plan
Scaled elevations for all sides of the building
Sketches, as needed
- 10 reduced (8 1/2" x 11") copies of the plans

What happens at a Landmarks Board Public Hearing?

The Landmarks Preservation Board is constituted under the Landmarks Presentation Ordinance (Ordinance No. 4721; Title 10, Chapter 13, Boulder Revised Code, 1981) to designate landmarks and historic districts, and to review and approve applications for Landmark Alteration Certificates on such buildings or in such districts.

Meetings are conducted in the following manner:

- Board members will explain all ex-parte contacts they may have had regarding the item.*
- Those who wish to address the issue (including the applicant, staff members and public) are sworn in.
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A historic preservation staffperson will present a recommendation to the board.

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Board members will ask any questions to historic preservation staff.

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The applicant will have a maximum of 10 minutes to make a presentation or comments to the board

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The public hearing provides any member of the public three minutes within which to make comments and ask questions of the applicant, staff and board members.

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After the public hearing is closed, there is discussion by board members, during which the chair of the meeting may permit board questions to and answers from the staff, the applicant, or the public.

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Board members will vote on the matter; an affirmative vote of at least 3 members of the board is required for approval. The motion will state: Findings and Conclusions

* Ex-parte contacts are communications regarding the item under consideration that a board member may have had with someone prior to the meeting.

All City of Boulder board meetings are tape-recorded and the tapes are available from the Central Records office at 303-441-3043. A full audio transcript of the Landmarks Board meeting becomes available on the City of Boulder website approximately 3 days after a meeting. Action minutes are also prepared by a staffperson and are available approximately one month after a meeting.